

**Job Advert – website**

# Job title: Science Project Officer

The successful candidate will support the charity’s crop improvement activities in Africa and India, aiding the progression of the collaborative legume crop research programmes.

Location: Long Hanborough, Oxfordshire, OX29 8LN

Starting salary range: £26.5K-£35K dependent on experience.

Working hours: 35 hours per week (Monday to Friday).

Applicants must have the right to work in the UK.

Closing date: Recruiting until a suitable candidate is placed.

**About the role:**

The successful candidate will support KT as a member of the KT operations team:

* processing crop improvement project proposals,
* liaising with scientific consultants for the provision of feedback to grantees,
* negotiation of grant agreements and extensions,
* monitoring project payments and reporting schedules,
* travel (non-optional) and event management:
	+ travel to Africa and India supporting annual meetings and project audits (likely to be one to three times a year up to two weeks each time (or up to 4-5 weeks yearly)),
	+ organisation of remote video conferencing workshops and meetings, and
* maintaining project files and database records.

Science operation team members are required to travel.

***Skills and experience required***

**Essential**

* a science graduate, ideally MSc level and above of a related science discipline such as: genetics, plant science, biotechnology, or molecular science,
* proven administrative experience over at least two years,
* ability to travel to Africa and India as required,
* a willingness to learn more about modern methods of plant breeding,
* good IT skills, including knowledge of Microsoft, and,
* well organised and methodical, with a keen eye for detail.

**Desirable**

* experience using database packages, and
* experience analysing research budgets,
* language translation skills, for example, but not limited to French (West Africa).

**Answering your queries about the post and how to apply**

Please look at the KT website ([www.kirkhousetrust.org](http://www.kirkhousetrust.org)) for more information about the charity. Please contact Helen.Holt-Davies@kirkhousetrust.org by email or phone (Tel: 01993 220080) for further details about the role and to apply.